

FINAL TEXT

**CALIFORNIA CODE OF REGULATIONS
TITLE 2. ADMINISTRATION
DIVISION 1. ADMINISTRATIVE PERSONNEL
CHAPTER 1. STATE PERSONNEL BOARD
SUBCHAPTER 1.5 PERSONAL SERVICES CONTRACTS
ARTICLE 2. PROCEDURES FOR REVIEWING PERSONAL SERVICES CONTRACTS
PROPOSED OR ENTERED INTO PURSUANT TO GOVERNMENT CODE § 19130(B)**

§ 547.60. Written Justification.

(a) Whenever an agency executes a personal services contract under Government Code section 19130, subdivision (b), the agency shall document, with specificity and detailed factual information, the reasons why the contract satisfies one or more of the conditions specified in Government Code section 19130, subdivision (b). The written justification shall be signed by a person who is authorized to do so and who signs based on his or her personal knowledge, information, or belief that the written justification correctly reflects the reasons why the contract satisfies Government Code section 19130, subdivision (b). The date of signing, the representative's name, title, address, e-mail address, and telephone number shall be included and legible.

(b) The agency shall maintain the written justification for the duration of the contract and any extensions of the contract or in accordance with the record retention requirements of section 26, whichever is longer.

NOTE: Authority cited: Section 18701, Government Code. Reference: Sections 18661 and 19130, Government Code.

§ 547.60.1 Standard and Control for Approval of Contracts.

If approval from the Department of General Services is required for a contract covered by Government Code section 19130, subsection (b), the agency shall include with its contract transmittal the written justification described in section 547.60, subdivision (a).

NOTE: Authority cited: Section 10337(a), Public Contract Code; and Section 18701, Government Code. Reference: Section 19130, Government Code.